

21 November 1972

Director of Training

1026 C of C Bldg.

For your information and future guidance. I have also sent a copy to Director of Personnel because of Mr. Colby's second comment. DD/S and ADD/S have both noted.

15/LDP

STATINTL

STATINTL

EO-DD/S

7D-24 Hqs.

EO-DD/S:LDP:es (21 Nov 72)

Distribution:

Orig - Adse w/orig of att

1 - DD/S subject w/cy of att

1 - DD/S chrono

Att: Pink buckslip dtd 16 Nov 72 to ExDir-Compt fm D/TR, subj: New OTR Catalog of Courses

21 November 1972

Director of Personnel

5E-56 Hqs.

DD/S asked that you receive this copy of Mr. Colby's comments about the new OTR Catalog and pay particular attention to his comment number 2.

IS/LDP

STATINTL

STATINTL EO-DD/S

7D-24 Hqs.

EO-DD/S:LDP:es (21 Nov 72)

Distribution:

- Orig - Adse w/cy of att
- 1 - DD/S^{subject}w/cy of att
- 1 - DD/S chrono

Att: Pink buckslip dtd 16 Nov 72 to ExDir-Compt fm D/TR, subj: New OTR Catalog of Courses

ROUTING AND RECORD SHEET

DD/S 72-4334

SUBJECT: (Optional)

New OTR Catalog of Courses

Executive Registry

72-6017

FROM:

EXTENSION

NO.

Director of Training

DATE

16 NOV 1972

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director-
Comptroller
7E 12 Hqs

11/17

2. DDS

NOTED
11/21/72

3. D/TR

4. Great - ① I assume

5. that the Annual Report

6. will show the degree

7. various offices

8. utilize these various

9. courses

10. see a further forward

11. step in school

12. assignment of students

13. to specific courses

14. Perhaps thru Off/Pers

15. Annual Pers Program

25X1

Attached are single copies of both the General and Clandestine Service editions of the new OTR Catalog of Courses, to which I hope you will be able to give some attention and strong continuing support. It embodies two important departures from earlier catalogs:

a. At the request of the Executive Director it has been completely revised to present a basis not merely for satisfying the Agency's needs for immediate functional training, but especially for the planning of career development as appropriate to each component and throughout an individual's career.

b. It is now published in two versions because of the DDP's desire that we hold down distribution of information on courses for the CS. Both editions are being sent to certain officers in the Director's office, to the Deputy Directors, and to the Board of Visitors to the Office of Training, all of whom need to be generally aware of the whole scope of training available. The CS edition will go to all staff and division chiefs and all training officers in the CS; the General edition will go to all heads of offices and all training officers in the other directorates. The editions are identical with respect to all courses generally available to personnel throughout the Agency.

25X1